

# Application for Zoning, Site Development and/or Building Permit

Village of Ruidoso  
313 Cree Meadows Drive, Ruidoso, NM 88345  
Phone: 575-258-6999; Fax: 575-258-4367

The following steps must be followed in order to obtain a zoning, grading or building permit for new construction that changes the use or adds to the development footprint:

1. Submit a "Fire Hazard Rating Form" or a letter from the Village Forester (575-257-5545) waiving the requirement
2. Submit documentation from the Village Forester that the lot assessment inspection requirements have been or will be met
3. Submit 2 copies of a site development plan (the following may be required)
  - a. Topographic map of existing and proposed conditions with minimum 5 foot contours
  - b. Show finished grade and drainage around building
  - c. Scale accurate drawing showing location of all existing and proposed structures, walls, parking and drainage features
  - d. Location of ingress and egress
  - e. Height of retaining walls and at horizontal breaks along top of wall
4. Submit a 911 address obtained from either the County or the Village (County, 575-648-2385 x138) (Village, 575-257-6999) (Village address certification included in review of application by Planning, Zoning & Building staff.)
5. Submit a floodplain certification from the County if required (Curt Temple, 575-258-5934). Village floodplain certification included in review of application by Planning, Zoning & Building staff.
6. Submit evidence of compliance with storm water requirements ([www.epa.gov/npdes/stormwater](http://www.epa.gov/npdes/stormwater)) ([www.nmenv.state.nm.us](http://www.nmenv.state.nm.us) or 505-827-2798)(show drainage control to an approved location and erosion control on site plans)
7. Please reference the Guides to Plan Checks and the Submittal Plan Checklists and/or Remodel Plan Requirements at (<http://www.ruidoso-nm.gov/building-permits-and-inspections.html>) under the section Design Information to help determine the paper work required for submittal.

Note: On-site wastewater disposal and manufactured housing are governed by the State of New Mexico (Wastewater, 575-258-3272) (Mfg. Housing, 505-827-7070) (NM Regulation & Licensing Department, Construction Industries Division, 505-476-4700) ([www.rld.state.nm.us/cid](http://www.rld.state.nm.us/cid))

<b>Final Forestry</b> inspection will be required before final inspection is performed. Call <b>Forestry Department</b> for inspection at <b>257-5545</b>	<b>Recertification</b> will be required for block or stem walls and placement of mobile homes within the Village limits.	<b>Excavation</b> for lots steeper than 20% or 1/5 average slope, please call <b>258-6999 for more information</b>
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**PLUMBING, ELECTRICAL AND FORESTRY INSPECTIONS MUST BE DONE BEFORE FRAMING  
OR FINAL INSPECTION CAN BE PERFORMED**



# Village of Ruidoso

## PERMIT APPLICATION

PERMIT NO. \_\_\_\_\_

**INSPECTION PROCEDURES FOR ALL PERMITS:** Call Inspection Hotline (575) 258-6996; leave name, address, type of inspection, permit number and call back number. All this info **MUST** be on recorder or inspection cannot be scheduled. Requests will be processed the next business day and will be scheduled as work load and staff availability permits. Every effort will be made to schedule and complete inspections within one to two business days (RMC sec. 22-38)

**NOTE: INSPECTIONS WILL ONLY BE SCHEDULED VIA THE INSPECTION HOTLINE!!!**

Submittal Date: \_\_\_\_\_ Is there an existing Permit for this Project? ☐ Yes ☐ No

Submittal Type: ☐ Building ☐ Plumbing ☐ Mechanical ☐ Electrical ☐ Land/Site Development

Location: Village of Ruidoso-☐ Lincoln County-☐

Proposed Structure Type: Manufactured-☐ Site Built-☐ Modular-☐ Grading/Drainage-☐

Existing Structure Type: Manufactured-☐ Site Built-☐ Modular-☐

**NOTE: APPLICATIONS NOT FILLED OUT COMPLETELY WILL NOT BE ACCEPTED!!**

1. Project Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_
2. Legal Description: Lot Number: \_\_\_\_\_ Block: \_\_\_\_\_ Plat/Unit: \_\_\_\_\_  
Zoning District: \_\_\_\_\_ Subdivision: \_\_\_\_\_ Flood Zone: \_\_\_\_\_
3. Permit Type: Owner ☐ Building Class: Residential ☐  
Contractor ☐ Commercial ☐
4. Description of Work: New Construction ☐ Addition ☐ Demolition ☐  
Relocate Existing ☐ Alteration/Repair ☐
5. Occupancy Info: Occ. Load: \_\_\_\_\_ Occ. Use: \_\_\_\_\_ Construction Type: \_\_\_\_\_  
Fire Sprinklers: Yes-☐ No-☐ Waste Type: Sewer-☐ Septic-☐

6. Permit Description:	FLOOR AREA	SQ. FT. COST	VALUE
_____	Heated	\$ _____ = \$ _____	
_____	Open Deck	\$ _____ = \$ _____	
_____	Covered Deck	\$ _____ = \$ _____	
_____	Storage	\$ _____ = \$ _____	
_____	Basement	\$ _____ = \$ _____	
_____	Car Port	\$ _____ = \$ _____	
_____	Garage	\$ _____ = \$ _____	
_____	Other / Site Dev.	\$ _____ = \$ _____	
_____	Total	\$ _____ = \$ _____	
Average Slope of Property: _____ %	Bid *(optional) *Must submit copy of BID contract _____		

7. Project Valuation: \_\_\_\_\_ Permit Fees: \$ \_\_\_\_\_
8. Owner's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_
9. Contractor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
New Mexico State License Number: \_\_\_\_\_ Classification(s): \_\_\_\_\_
10. Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_
11. Responsible Design Professional: \_\_\_\_\_ Phone: \_\_\_\_\_

**FEE(S)**

**SUBTTL** \$ \_\_\_\_\_

[ ] Site Dev \$ \_\_\_\_\_

[ ] Red Tag \$ \_\_\_\_\_

[ ] Forestry \$ \_\_\_\_\_

**TOTAL FEES \$** \_\_\_\_\_

CAUTION: I/we have carefully examined and read this application and know the same is true and correct. I/we are also aware that whoever is indicated as the "Contractor" assumes full responsibility for this application and for the construction, and will comply with all provisions of the Building Codes and Village Ordinances and State Laws, whether herein specified or not. I/we further understand that the Contractor, Plumber and/or Electrician are the only persons authorized to request inspections, and the plumbers and electricians must file for their own applications. To start construction before a building permit is issued and/or to use and occupy the premises before a U & O Certificate is obtained is a violation of the law.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_